

SECTION 01700

PROJECT CLOSEOUT

PART 1 GENERAL

1.1 SUBSTANTIAL COMPLETION INSPECTION

- A. When the CONTRACTOR considers the work has reached final completion, written certification shall be submitted to the OWNER and ENGINEER that:
 - 1. Contract documents have been reviewed.
 - 2. The project has been inspected for compliance with the contract documents.
 - 3. The work has been completed according to the contract documents and any change orders.
 - 4. All installed systems have been tested, and adjusted according to all requirements, in presence of the County's authorized representative, and operate properly.
 - 5. The Grading Permit has been satisfied.
 - 6. The project is completed and ready for Substantial Completion Inspection by the OWNER and ENGINEER.
- B. Two weeks advance notice of Substantial Completion Inspection is required.
- C. The OWNER and ENGINEER will make the Substantial Completion Inspection. The ENGINEER will develop a punch list of any items to be corrected and distribute the punch list to the CONTRACTOR and the inspection party. The CONTRACTOR shall take immediate steps to remedy the stated deficiencies, and send second written notice to the OWNER and ENGINEER certifying the work is complete and requesting reinspection.
- D. The Substantial Completion Inspection shall not be requested until the work is ready for Substantial Completion Inspection. If the Substantial Completion Inspection is conducted and the work is not in fact ready, the CONTRACTOR may be held liable to the County for the cost of conducting subsequent Substantial Completion Inspection(s).

1.2 PUNCH LIST

- A. The CONTRACTOR shall have ten (10) days from receipt of the punch list to complete all items, unless otherwise directed by the ENGINEER.
- B. Final acceptance shall not occur until all punch list items are completed.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.1 FINAL CLEANING

- A. Employ experienced workers or professional cleaners for final cleaning.
- B. Prior to Substantial Completion Inspection, clean all existing and new construction as follows:
 - 1. Clean debris from storm drainage systems.
 - 2. Remove waste and surplus materials, rubbish, and construction facilities from the project and from the site.
- C. Maintain project in final cleaned condition until occupancy by the County.

3.2 PROJECT RECORDS

- A. Deliver project records to the ENGINEER at the completion of the project and prior to final acceptance. This final submittal requires a Letter of Transmittal, Form CD-03.
- B. Project record as-builts include:
 - 1. As-built drawings: See Section 01400 QUALITY CONTROL AND SURVEYING.
 - 2. Activities Schedule: See Section 01315 ACTIVITIES SCHEDULE AND PROGRESS PAYMENTS.
 - 3. List of Submittals, Form CD-06: See Section 01300 TECHNICAL SUBMITTALS.
 - 4. Test Log, Form CD-24: See Section 01300 TECHNICAL SUBMITTALS.
 - 5. Specifications and addenda: Mark legibly by hand or type on each section to record changes made by change order, field order, substitution, or any other changes.

3.3 WARRANTIES AND BONDS

- A. A Warranty Inspection shall be held not less than six (6) months and not more than twelve (12) months after Final Acceptance. This inspection is to be conducted by the OWNER, ENGINEER, and CONTRACTOR. The purpose of this inspection is to identify systems that may not be functioning properly. A list of these warranty items will be prepared by the OWNER and submitted to the CONTRACTOR for correction under the terms of the warranty.

- B. Provide duplicate, notarized copies to the OWNER. Execute CONTRACTOR's submittals and assemble documents executed by subcontractors, suppliers, and manufacturers. Provide table of contents and assemble in binder with durable plastic cover.
- C. Submit material prior to Substantial Completion Inspection. For items put into use with County's permission during construction, submit within ten (10) days after installation. The warranty period begins with final acceptance.

3.4 FINAL ACCEPTANCE

- A. Request certification of final acceptance and final payment from the OWNER, in writing, after completing the following. List exceptions in the request.
 - 1. Submit the final payment request with releases and supporting documentation not previously submitted and accepted. Include warranties and certificates of insurance for products and completed operations, where required.
 - 2. Submit an updated final statement, accounting for final additional changes to the Contract.
 - 3. Submit a certified copy of the Substantial Completion Inspection punch list of items to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance, and the list has been endorsed and dated by the ENGINEER.
 - 4. Submit consent of surety to final payment.
 - 5. Submit a final liquidated damages settlement statement, if any.
 - 6. Submit evidence of final, continuing insurance coverage complying with insurance requirements. This includes evidence of a Warranty/Maintenance Bond for the warranty period.
 - 7. Complete all other specified project closeout requirements.
- B. The Director, Office of Capital Construction, shall notify the CONTRACTOR, in writing, of final acceptance of the project by the County.

END OF SECTION